DOCUMENT RESUME

ED 290 472 IR 052 237

AUTHOR McWeeney, Mark G.
TITLE Competencies and Performance Indicators for a Course Entitled, Selection and Collection Development.
PUB DATE 15 Dec 87
NOTE 8p.; This report is one of a series of reports indicating competencies and performance indicators for Library Science courses.
PUB TYPE Guides - Classroom Use - Guides (For Teachers) (052)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Academic Achievement; *Behavioral Objectives; *Competency Based Education; *Evaluation Criteria; Higher Education; Library Collection Development; Library Material Selection; Performance Factors
IDENTIFIERS *Northwest Missouri State University; Selection Tools

ABSTRACT

In order to improve the quality of education and student performance, the Library Science Department at Northwest Missouri State University has revised nine of its courses to include competencies and performance indicators. This report lists eight course objectives, 14 competencies, and five to seven performance indicators for each competency for a course on Selection and Collection Development. The specific competencies include the ability to evaluate the following materials: current book selection tools; the select lists of book selection tools; non-select lists of books; reviews of books; paperback selection tools; selection tools for serials; selection tools for reference books; selection tools for free and inexpensive materials; government document resources; microform selection aids; selection tools for hardware; and selection tools for software. Students should also be able to discuss selection policies and administrative concerns as they relate to the library material selection process. The performance indicators for each competency specify activities that the learner must perform to demonstrate that he/she has learned the material. (CGD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED290472

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Competencies and Performance Indicators

for a course entitled, Selection and Collection Development

Prof. Mark G. McWeeney

Chairperson of the Library Science Department

Northwest Missouri State University

December 15, 1987

This report is one of a series of reports indicating competencies and performance indicators for Library Science courses.

IR052237

BEST COPY AVAILABLE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Mark G. McWeeney

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Many institutions of higher learning are revising course descriptions to include competencies and performance indicators. Competencies are statements of objectives whereas performance indicators state activities that the learner must perform to prove he/she has learned the material.

At Northwest Missouri State University at Maryville, Missouri, the Faculty of the College of Education has been revising course plans for the past two years. The purpose of this endeavor is to improve the quality of education and student performance.

The faculty of the Library Science department, a department of the College of Education, has revised, likewise, its courses according to competencies and performance indicators. The courses are the following:

LS 69-375 Library Organization and Administration

LS 69-425 Reference and information Sources

LS 69-450 Selection and Collection Development

LS 69-490 Library Internship

LS 69-491 Elementary Internship

LS 69-493 Secondary Library Internship

LS 69-370 Development of Books and Libraries

LS 69-373 Nonbook Materials

LS 69-577 Information Storage and Retrieval

The following competencies and performance indicators are those for one of the courses listed above. This report is one of a series of reports for Library Science topics.

Professor Mark G. McWeeney
Northwest Missouri State University
Summer 1986

LS 69-450 SELECTION AND COLLECTION DEVELOPMENT

Principles, aids and criteria in the selection of books for libraries are presented as well as ordering procedures and organization of the collection of books and other materials.

Credit Hours: 2

Objectives: The student will be able to --

1. compare the national, state, and local quantitative standards for library/media centers.

2. develop, explain and evaluate the opinions articulated by the author on topics related to selection.

3. evaluate selection policies.

4. identify the procedures in handling citizens' requests for reconsideration of instructional materials.

5. compile a consideration file of materials of all forms, using the selection aids listed on the handouts.

6. locate review of books, paperbacks, reference books, serials, government documents, software, hardware, and microforms.

7. list and describe the retrospective and current selection guides.

8. define the procedure in the acquisition of materials and equipment.

Competency I: Evaluate the current book selection tools.

Performance Indicators:

1. State the titles of five periodicals that contain current reviews.
2. Summarize five reviews according to the criteria.
3. Explain the meaning of the criteria.
4. Explain the meaning of current reviews.
5. Compile consideration file of five books.

Sources: Textbook Chapter 11; Bibliography; Worksheets

Competency II: Evaluate the select lists of book selection tools.

Performance Indicators:

1. State the titles of five individual, or five series of, books which are considered to contain a select list of books.
2. Explain the meaning of select lists.

3. Enumerate the reasons why the author compiled the list.
4. State the limitations of the lists.
5. State the titles of books and periodicals which provide lists about nationalities and exceptional learners.
6. Using the bibliography, compile the consideration file. The consideration file must include a few titles from lists about nationalities and exceptional learners.

Sources: Textbook Chapter 7; Bibliographies; Worksheets

Competency III: Evaluate the non-select lists of books.

Performance Indicators:

1. State the titles of three non-select lists.
2. Distinguish among the terms: non-select lists, current reviews, and select lists.
3. Name one well-known author. Look up that author in BIP-Author. Look up the title in BIP-Title. Look up the subject in BIP-Subject.
4. State the detail of information found in each.
5. Locate a list of publishers in one of the BIP series. State which one.

Sources: Textbook Chapter 5

Competency IV: Evaluate the reviews of books.

Performance Indicators:

1. State the titles of three books which contain reviews of books.
2. State the meaning of "reviews of books."
3. Distinguish this term from "current reviews."
4. Distinguish "reviews of books" from "select lists of books".
5. State the difference between an index and a digest.
6. Using the worksheet, complete the items.

Sources: Textbook Chapter 7; Bibliography; Worksheet

Competency V: Evaluate the paperback selection tools.

Performance Indicators:

1. Name two periodicals with current reviews.
2. Name two periodicals with select lists.
3. Name two non-select sources.
4. Summarize one of the articles listed in the bibliographies.
5. Using the resources, compile a consideration file.
6. Using the worksheet, respond to the statements.

Sources: Textbook Chapter 6; Bibliography; Worksheet

Competency VI: Evaluate the selection tools for serials.

Performance Indicators:

1. Name two periodicals with current reviews.
2. Name two selection resources.
3. Name two non-selection resources.
4. Name the indexes that are helpful to the librarian to select periodicals.
5. Using the above resources, compile a consideration file.
6. Respond to the items requested on the worksheet.

Sources: Textbook Chapter 11; Bibliography; Worksheet

Competency VII: Evaluate the selection tools for reference books.

Performance Indicators:

1. Name two periodicals with current reviews.
2. Name two selective lists.
3. Name two non-selective resources.
4. Using the above resources, compile a consideration file.
5. Respond to the items requested on the worksheet.

Sources: Textbook Chapter 12; Bibliography; Worksheet

Competency VIII: Evaluate the selection tools for free and inexpensive materials.

Performance Indicators:

1. Name two selective lists.
2. Name two non-selective resources.
3. Name one guide to the vertical file materials.
4. Using the worksheet, complete the requested statements.
5. Using the above resources, compile a consideration file.

Sources: Textbook Chapter 9; Bibliography; Worksheet

Competency IX: Evaluate government document resources.

Performance Indicators:

1. State how government documents are shelved.
2. State how government documents are classified.
3. State the name of the index that informs the patron about available government documents.
4. Complete the worksheet.
5. Compile a consideration file.

Sources: Textbook Chapter 10; Bibliography; Worksheet

Competency X: Evaluate the microform selection aids.

Performance Indicators:

1. Name three resources available to the librarian about microforms.
2. State the meaning of the terms: microfilm, microfiche, and micro-opaque.
3. Demonstrate the use of the equipment.
4. Complete the worksheet.
5. Compile a consideration file.

Competency XI: Evaluate the selection tools for Hardware.

Performance Indicators:

1. Name one resource with current reviews.
2. Name one non-selective resource.
3. Name one resource to locate reviews.
4. Complete items on worksheet.
5. Name a directory of procedures and distributors.
6. Name a resource listing equipment specifications.

Sources: Textbook Chapter 16; Bibliography; Worksheet

Competency XII: Evaluate the selection tools for Software.

Performance Indicators:

1. Name one resource with current reviews of computer software.
2. Name one resource with current reviews of audio materials.
3. Name one resource with current reviews of films.
4. Name one resource with current reviews of videotapes.
5. Complete the worksheet.
6. Using the bibliography, compile a consideration file.

Sources: Textbook Chapter 16; Worksheet; Bibliography

Competency XIII: Discuss Selection Policies.

Performance Indicators:

1. State the principle points a selection policy should contain.
2. State the criteria for selecting print and non-print items.
3. State the parties who are legally responsible for selection.
4. Discuss the methods for handling complaints of materials.
5. Compare the principle points of a policy should contain with the MASL policy.
6. Discuss the ten principles of selection.
7. Discuss library documents; such as the School Library Bill of Rights.

Competency XIV: Discuss administrative concerns as they relate to selection.

Performance Indicators:

1. State the method of organizing the shelf list.
2. State the procedure for processing a book.
3. Using the flowchart, process a book.
4. Discuss the problems of taking inventory.
5. Discuss the problems in weeding.
6. Discuss the national and state budget recommendations.
7. Discuss the national and state media standards.

Sources: Worksheets; Flowcharts; Standards; Guidelines